

**Texas Board of Occupational Therapy Examiners
Occupational Therapy Assistant Supervision Log**

Please read reverse side for instructions and information.
Make copies of this page as needed for your own documentation.

Name of Licensee: _____

License #: _____

Temporary License or Regular License

Name(s) of Supervisor(s) & License Number(s): _____

Employer/Facility: _____

1	2-3		4-5		6	7
Year	Direct observation of the provision of OT services to patients/clients		Other Supervision/ Communication		Total Hours Supervision	Hours Worked/ Notes
	Hours & Date	Initials of Supervisor(s)	Hours	Initials of Supervisor(s)		
Jan						
Feb.						
March						
April						
May						
June						
July						
August						
Sept.						
Oct.						
Nov.						
Dec.						

What follows is a brief overview of supervision hours. Please read the OT Rules and Practice Act for further information and regulations, accessible from this link: <http://www.ptot.texas.gov>. Chapter 373 concerns required supervision hours and the Supervision Log.

Notes:

- Use the Supervision Log to maintain a record of your supervision for your and your employer's records.
- The Supervision Log is signed by the occupational therapist(s) when supervision is given. The occupational therapist(s) or employer may request a copy of the Supervision Log.
- Copy the blank log. Make as many copies as you need.
- Complete your documentation each month.
- Do not mail the Supervision Log with your renewal. Retain for your records.

Licensees maintain and retain their own log. If you work for more than one employer, complete a separate log for each. Fill in your name, the year & date, and the names of the all the OTs, whether full time, part time, or PRN who delegate to you. They must all participate in the supervision time.

If you change supervisors, within 30 days of the change, either complete our online Change of Supervision form or download and complete the OTA Supervision form and fax or send it to the Board within 30 days of the change. (Both are available on the Forms page of our website.) Changes to contact information (e.g., address, email), name, and/or work information must also be reported to the Board within 30 days.

INSTRUCTIONS:

- In Column 1, record the year reflected in this log.
- In Columns 2 and 3, record the hours you are observed working directly with patients.
- In Columns 4 and 5, record the number of hours of any other supervision (not the direct supervision), such as documentation and case review, telephone contact, email, etc.
- In Column 6, record the total hours of supervision for that month (in other words, the sum of Columns 2 and 4).
- In Column 7, note the amount of hours or the range of hours (as per the supervision chart on the following page for occupational therapy assistants with a regular license) that you worked during a given month and include notes to remind you of special circumstances.
- You may attach additional pages if necessary.

Required Supervision Hours for an OTA with a Temporary License

The temporary licensee is required to complete a minimum of sixteen supervision hours each month for each employer, which must include:

a minimum of twelve hours of frequent communication between the supervising occupational therapist(s) and temporary licensee including, but not limited to, communication by electronic/communications technology methods, written report, and conference, including review of progress of clients assigned, plus

a minimum of four hours of interactive supervision a month during which the occupational therapist, who is physically present with the temporary licensee, directly observes the temporary licensee providing services to one or more clients.

Required Supervision Hours for an OTA with a Regular License

For each employer, the occupational therapy assistant must complete a separate Supervision Log and must complete the specified supervision hours, in addition to all other requirements. Supervision hours for different employers may not be combined.

Occupational therapy assistants must complete these types of supervision per month according to the following table:

Frequent Communication Supervision: frequent communication between the supervising occupational therapist(s) and occupational therapy assistant including, but not limited to, communication by electronic/communications technology methods, written report, and conference, including review of progress of clients assigned, plus

Interactive Supervision: interactive supervision during which the occupational therapist, who is physically present with the occupational therapy assistant, directly observes the occupational therapy assistant providing services to one or more clients.

OTA Required Supervision Hours

OTAs working 128 or more hours during a given month:	OTAs working between 70-127 hours during a given month:	OTAs working 69 or fewer hours during a given month:
6 hours of frequent communication supervision	3 hours of frequent communication supervision	2 hours of frequent communication supervision
2 hours of interactive supervision	1 hour of interactive supervision	1 hour of interactive supervision